

Approved For Release 2006/11/01 : CIA-RDP70-00211R000700390001-0

CONFIDENTIAL
SECURITY INFORMATION

Training 10

1953

TRAINING PROGRAM IN RECORDS MANAGEMENT

Sponsored Jointly By: GENERAL SERVICES OFFICE
OFFICE OF TRAINING

OGC Has Reviewed

ROOM 1402 BUILDING I

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MOR/CDF

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A G E N D A

14 April — 11 May 1953

Chairman —
Office of Training

25X1

Tuesday, 14 April

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| 0930 | INTRODUCTORY REMARKS | <i>Chief Record Services Division</i> <i>Chief Management Training Division Office of Training</i> |
| 1000 | RECORDS MANAGEMENT IN INDUSTRY | EMMET J. LEAHY, <i>President National Records Management Council</i> |
| 1100 | RECORDS MANAGEMENT IN GOVERNMENT | HERBERT E. ANGEL, <i>Director Records Management Division National Archives and Records Services, GSA</i> |

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Monday, 20 April

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| 1000 | THE PLACE OF RECORDS CENTERS IN A RECORDS MANAGEMENT PROGRAM | EVERETT O. ALLDREDGE, <i>Chief Records Center Branch, Records Management Division, GSA</i> |
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Monday, 20 April

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| 1100 | DISPOSITION OF FEDERAL RECORDS | <i>ARTHUR E. YOUNG, Deputy Regional Director for Records Management Service, Region 3, GSA</i> |
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Friday, 24 April

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| 1000 | HOW TO MAKE A RECORDS SURVEY | <i>DOROTHY M. LUTTRELL, Chief Records Administration Branch Administrative Services Division Office of Price Stabilization</i> |
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| 1100 | CORRESPONDENCE MANAGEMENT | <i>MONA SHEPPARD, Organization and Methods Examiner, Records Management Division, GSA</i> |
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| 1150 | STATUS OF AGENCY CORRESPONDENCE MANAGEMENT PROGRAM | <div style="border: 1px solid black; display: inline-block; width: 100px; height: 1.2em; vertical-align: middle;"></div> <i>Chief Record Services Division</i> |
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Monday, 27 April

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| 1000 | FORMS AND PUBLICATION MANAGEMENT | <div style="border: 1px solid black; display: inline-block; width: 100px; height: 1.2em; vertical-align: middle;"></div> <i>Chief Printing Advisory Staff</i> |
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| 1100 | PRINTING AND REPRODUC- TION IN THE AGENCY | <div style="border: 1px solid black; display: inline-block; width: 100px; height: 1.2em; vertical-align: middle;"></div> <i>Assistant Chief Printing and Reproduction Division</i> |
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Friday, 1 May

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| 1000 | SYSTEMS FOR THE CONTROL OF CORRESPONDENCE AND RECORDS | <input type="text"/> | <i>Records Analyst</i> | -25X1 |
| 1100 | THE APPLICATION OF PUNCH CARD METHODS TO RECORDS MANAGEMENT PROBLEMS | <input type="text"/> | <i>Chief Machine Records Branch</i> | -25X1 |

Monday, 4 May

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| 1000 | PROCEDURE FOR DEPOSITING VITAL MATERIALS | <input type="text"/> | <i>Records Analyst</i> | -25X1 |
| 1030 | OPERATION OF THE VITAL MATERIALS REPOSITORY | <input type="text"/> | <i>Services Officer</i> | -25X1 |
| 1100 | RECORDS DISPOSAL, RETIREMENT AND PRESERVATION | <input type="text"/> | <i>Chief Records Management and Distribution Branch</i> | -25X1 |

Friday, 8 May

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| 1000 | STANDARDS FOR MICROFILMING | <input type="text"/> | <i>Records Analyst</i> | -25X1 |
| 1030 | OPERATION OF AN AGENCY RECORDS CENTER | <input type="text"/> | <i>Records Analyst</i> | -25X1 |

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Friday, 8 May

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| 1100 | REPORTS MANAGEMENT | <div style="border: 1px solid black; width: 150px; height: 1.2em; display: inline-block;"></div> <i>Records Analyst</i> | 25X1 |
| 1130 | THE IMPORTANCE OF A RECORDS PROGRAM AS A TOOL OF MANAGEMENT | <div style="border: 1px solid black; width: 150px; height: 1.2em; display: inline-block;"></div> <i>Chief Organization and Methods Service</i> | 25X1 |

Monday, 11 May

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| 1000 | THE TASK OF AREA RECORDS OFFICERS | <div style="border: 1px solid black; width: 150px; height: 1.2em; display: inline-block;"></div> <i>Chief Record Services Division</i> | 25X1 |
| 1030 | INSTALLING YOUR RECORDS MANAGEMENT PROGRAM | <div style="border: 1px solid black; width: 150px; height: 1.2em; display: inline-block;"></div> <i>Assistant Chief Records Management and Distribution Branch</i> ✓ | 25X1 |
| 1100 | GROUP DISCUSSION | <div style="border: 1px solid black; width: 200px; height: 50px; display: inline-block;"></div> | 25X1 |
| 1145 | SUMMARY | <div style="border: 1px solid black; width: 150px; height: 1.2em; display: inline-block;"></div> | 25X1 |
| 1150 | CLOSING REMARKS | <div style="border: 1px solid black; width: 150px; height: 1.2em; display: inline-block;"></div> <i>Chief General Services</i> ✓ <div style="border: 1px solid black; width: 150px; height: 1.2em; display: inline-block;"></div> <i>Office of Training</i> | 25X1 25X1 |

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